

# eVA Vendor Conversion

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User Guide revised 9/23/03



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## STEPS TO REACTIVATE YOUR EVA ACCOUNT

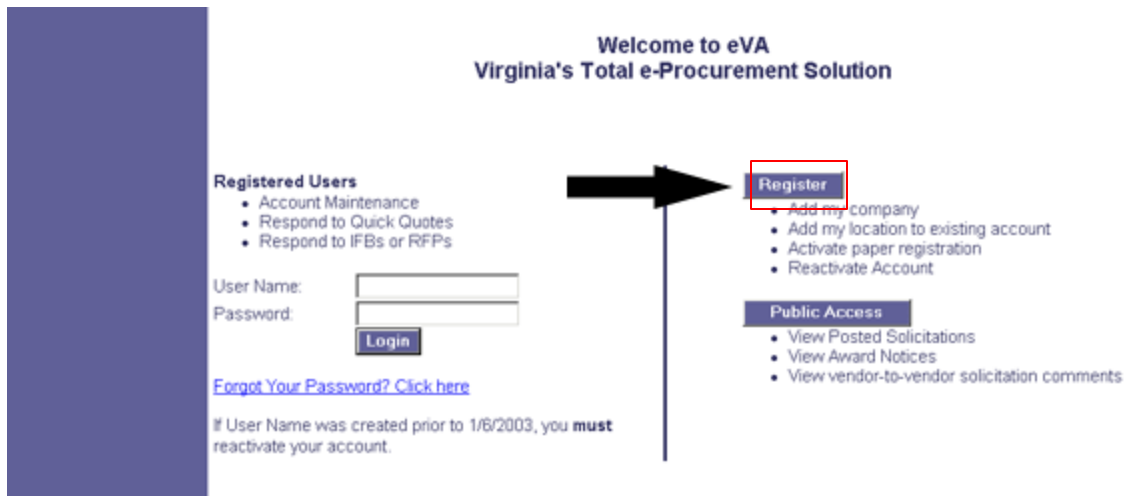
If your user name was created before 1/6/2003, you must reactivate your account.

For eVA technical assistance, please call **866-289-7367** to speak with a live technician.



1. To reactivate your eVA account, access the eVA home page at:  
<http://www.eva.state.va.us/>.

- Click **here** in the **Vendors click here to Register** entry below the eVA logo to open the **eVA Vendor Login** page.



2. At the **Vendor Login Page**, Click **Register** to open the **eVA Vendor Portal** page.



3. At the **eVA Vendor Portal** page, click **Vendor Registration** to open the **Vendor Registration Requirement** page.

**Note:** Specific important information is listed regarding the registration process:

- The **help & advice** button is readily accessible for information and assistance during the registration process.
- The **Find** button will display a list of choices to select when shown.



**Registration Requirements** [help & advice](#)

Already registered? Click [here](#) to login. Otherwise, continue below

Assemble the following information before continuing:

- Information on each location (first location entered will be considered the Headquarters)
- Tax ID Number
- Legal Business name
- DUNS Number
  - a free number issued by Dun & Bradstreet for each business location
  - call toll free at 888-814-1435 to obtain/verify your number
  - indicate that you are doing business with a government entity
- Contact information (name, address, email, phone and fax)
  - Registration Administrator (person responsible for your account)
  - Ordering
  - Solicitation
  - Invoice (Billing)
- Commodity codes
  - codes describing your products and services
  - to pre-search go to eVA Registration Guidelines

[Questions? Click eVA Registration Guidelines](#)

**Continue**

4. Read through the listed information you will need to obtain to complete the eVA reactivation process.

At the bottom of the **Registration Requirement** page, click **Continue** to open the **Search for your company location** page.

**Search for your company location** [help & advice](#)

Has your company done business with us in the past? If so, your company may already be in our database. Please use the search below. Enter partial or complete name to perform search.

Company Name:  **SEARCH**

[Headquarters Legal Name](#) | [Location Name](#) | [Alias/DBA](#) | [Headquarters ? Activated ?](#)

[First](#) [Prev](#) [Next](#) [Last](#)

5. The **Search for your company location** page will provide a search field for you to search for your company.

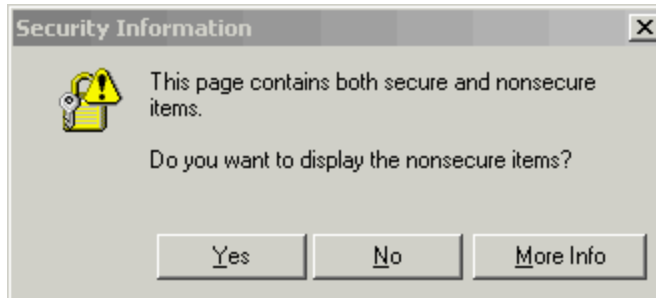
- In the **Company Name** field enter in the company name and click **Search**.

**Note:** If you have a lengthy company name, limit the text entered when searching for your company to provide the best results.



Headquarters Legal Name	Location Name	Alias/DBA	Headquarters ?	Activated ?	
ACCORD NETWORKS, INC.	Atlanta - ACCORD NETWORKS, INC.	Yes	No		<a href="#">Activate Account</a> <a href="#">Add Location</a>
EASTWOOD PRINTING & PUBLISHING INC. EASTWOOD P-001	Eastwood Printing	Yes	No		<a href="#">Activate Account</a> <a href="#">Add Location</a>

The search results will provide your company name. Click **Activate Account** to open the **Verification Required** page.



**Note:** The **Security Information** dialog box may appear. You will be prompted to **display nonsecure items**. Click **Yes** to continue with the eVA reactivation process.

### Verification Required

[help & advice](#)

Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you are unsure of the TIN number please contact the WebRegistrar for your Headquarter.

Vendor Verification Password :

**Submit**

[Return to Vendor Name Search](#)

*Tax ID numbers must be 9 digits, no dashes*

- In the **Vendor Verification Password** field, enter in your companies 9 digit Tax ID number (no dashes).

- Click **Submit** to open the **Memorandum of Agreement** page.



### Memorandum of Agreement

help & advice

Thank you for joining the Commonwealth of Virginia eVA supplier community. You must agree to the terms defined below in order to continue with registration.

This Memorandum Of Agreement (Agreement) sets forth the terms that have been established by the Virginia Department of General Services, Division of Purchases and Supply ("DPS") to govern all electronic procurement transactions made between your firm ("Vendor") and any agency or public body when such electronic procurement transaction is made, in whole or in part, utilizing the Commonwealth of Virginia's web-centric statewide electronic procurement solution (eVA).

For purposes of this Agreement:

- **electronic procurement transaction** is defined to include electronic quotations, bids, proposals, purchase orders, contracts, invoices, shipping notices, or other electronic procurement information, instruments and notices electronically transmitted, received, or posted using eVA in lieu of or in addition to creating one or more paper documents;
- **agency** is defined as any department, authority, board, post, commission, division, institution, or office of State government of the Commonwealth of Virginia; and
- **public body** is defined as any legislative, executive or judicial body, agency, office, department, authority, post, commission, committee, institution, board or political subdivision created by law in Virginia to exercise some sovereign power or to perform some governmental duty, and empowered by law to undertake the procurement activities facilitated by eVA.

By submitting this electronic vendor registration, you certify and warrant to each agency and public body that you are duly authorized, by the Vendor to: (i) register the Vendor as an eVA supplier; (ii) file, on behalf of the Vendor, all of the information requested in this registration process; and (iii) enter into this Agreement on behalf of the Vendor. By submitting this electronic vendor registration, you hereby agree on

Accept Terms

Reject Terms

[Print Friendly Version](#)

Read the **Memorandum of Agreement** thoroughly. If you accept the terms of the agreement, click **Accept Terms** at the bottom of the page to open the **General Information** page.



6. The **General Information** page will show a listing of fields with your eVA account information. You will need to enter new **User Name** and **Password** information in the **User Name/Password** section.

- Scroll down below the **Location Verification** section and enter in the appropriate fields listed:

- The **Security Question** drop down menu is available in case you misplace your eVA password.

- Select a specific question from the **Security Question** drop down menu and enter an answer in **Security Answer**.

**Note:** It is recommended that you do not enter any nonnumeric / nontext characters within your **User Name** or **Password**.

- Confirm that you have entered in your **Email** address and **Fax** number.

**Note:** You can choose to be notified of bids via the **Bid Notification** if you have previously registered with a **Premium (2)** registration level.

7. - Click **Continue** at the bottom of the page to advance to the **Registration Summary** page.



## Registration Summary

[help & advice](#)

Please confirm your information. If correct, select **Continue** at the bottom of the page. To make changes, select **Make Corrections** link at the bottom of the page. **\*\*DO NOT use the Back button of your browser.**

8. The **Registration Summary** page will show your eVA account information with the new User Information you just entered.

Please verify that all fields are correct. If you feel you will need to edit any information, click **Make Corrections** and correct the necessary fields.

- If all the fields are correct, click **Continue** to complete the reactivation process.

## Registration Confirmation

[help & advice](#)

**Congratulations!** You have completed the required registration.

You may now  with UserName & Password you just created to access your profile & respond to Solicitations.

9. The **Registration Confirmation** page will show. Click **Login** to access your to open the **eVA login page** and access your reactivated eVA account.

## Welcome to eVA Virginia's Total e-Procurement Solution

### Registered Users

- Account Maintenance
- Respond to Quick Quotes
- Respond to IFBs or RFPs

User Name:   
Password:



[Forgot Your Password? Click here](#)

If User Name was created prior to 1/6/2003, you **must** reactivate your account.

### Register

- Add my company
- Add my location to existing account
- Activate paper registration
- Reactivate Account

### Public Access

- View Posted Solicitations
- View Award Notices
- View vendor-to-vendor solicitation comments

10. Enter your newly created User Name and Password in the **User Name** and **Password** field. Click **Login** to open the **Welcome to eVA Vendor Portal** page.





## Welcome to the eVA Vendor Portal

Your User ID is currently valid for multiple Locations within your organization. Please select the Vendor Name you wish to be associated with for this session. The Data presented for "Vendor Maintenance" and "My Responses" will be filtered for this session based on the Vendor Name you select. All bids created during this session will also be tied to the Vendor Legal Name you select here. To change which Vendor you are associated with for a session, return to this page by clicking the "Home" button in the upper right hand corner of the screen & then change your selection for the Vendor Legal Name.

Select Vendor :

As a registered user at the eVA Vendor Portal, you can:

- **Business Opportunities (VBO)** - view posted solicitations and award notices, respond to Quick Quotes and electronic Solicitations.
- **My Responses** - view, edit, or check the status of your responses to electronic Solicitations.
- **Account Maintenance** - update your information or add addresses, commodities and/or locations.
- **Vendor Bulletin Board (BBS)** - view vendor-to-vendor solicitation comments.

Helpful reminders about this site:

- The browser "Back" button should not be used
- The Logout button should not be used during registration
- The [help & advice](#) button is available on each page
- The [Find](#) button will display a list of field choices
- The \* is used to identify required fields

11. At the **Welcome to eVA Vendor Portal** page, click **Account Maintenance** to update all the information for your account including all addresses, commodity codes, and contacts.

### Account Maintenance

[help & advice](#)

This Section will allow you to maintain the information about your account. Please update your information as your operation changes.

- **Headquarter Information** This section allows you to view information about the Headquarter of your location.
- **Master Addresses** Provides a list of all addresses associated with your Headquarters. These addresses can be used with locations when creating location specific address information.
- **Contacts** This section allows you to view and edit your contact information. Contacts are kept at the Headquarter level not the individual location level.
- **User Information** This section allows you to view and edit your VSS User ID, password, user contact and security information..
- **Location Information** This section allows you to view and edit more specific information related to your location such as Organization Type (Individual or Company), classification (Individual, Sole Proprietorship, Partnership, or Incorporated) and Discount Terms.
- **Address Information** This section allows you to view and edit the address information specific to your location.
- **Business (SWAM) Types** This section allows you to view and edit the business types that describe your organization (e.g., Minority-Owned, Women-Owned).
- **Service Areas** This section allows you to view and edit the geographical area(s) that your business serves.
- **Commodities** This section allows you to view and edit the commodities that your company has registered for.
- **Location Users** This section allows you to view and edit the list of User's who are assigned to this location.
- **Ariba Account** This link takes you to the Ariba Supplier Network so you can update your electronic order account. NOTE: data in this account should always match your Order Address information.

**Note:** Please take a moment to scroll through these links to make sure you have the most current information on your account.

